INSTITUTIONAL RESEARCH ANALYST

BASIC FUNCTION

Under the direction of an assigned supervisor, perform a variety of data support projects, research, and data reports and analysis in support of institutional reporting and planning.

DISTINGUISHING CHARACTERISTICS

This classification is a unique and highly specialized role within the district which provides data reports consisting of statistical information including demographics and trends related to enrollment information, student success, and mandated reporting. This classification requires a high knowledge level of statistics, data analysis, and the ability to convey complex statistical information and analysis in a comprehensive way to all college constituents.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Organize, prioritize, and schedule work on a multitude of research-related requests from college constituents.

2. Creates reports, graphs, surveys, questionnaires, and other assessment tools for institutional programs and services. Conduct and analyze reviews, surveys, and assessments of institutional services and programs.

3. Manages data requests, provides data extractions and reports related to demographics, student enrollment, student engagement, service usage, academic performance, and outcomes of institutional programs and services.

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4. Utilize accurate statistical procedures and sampling techniques for institutional research projects to assure high levels of confidence and reliability to survey results.

5. Prepare reports for institution and state agencies to fulfill compliance regulations and requirements and to assure institutional matriculation effectiveness for appropriate funding.

6. Assist with providing statistical information and data required for grant application and reports.

7. Coordinate with information technology staff in creating databases and reports necessary for effective data extraction. Provide data entry and manipulation of data using database and spreadsheet applications.

8. Design data elements and creates and runs queries to retrieve data utilizing query languages such as SQL.

9. Serve on participatory governance and ad hoc committees as required to provide statistical analysis and reports in support of institutional effectiveness and planning.

10. Provide training and presentations to employees in creating, interpreting, and analyzing research reports.

11. Perform job related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Research design, methods, and techniques.
- Technical research report writing methods.
- Standard and advanced statistical procedures related to sampling, correlation analysis, projections, and other quantitative measures.
- Computer-based data management information systems and software.
- Effective public speaking and presentation techniques.
- Correct English usage, spelling, grammar, and punctuation.
- Research methods and report preparation techniques.
- Operation of modern office equipment.

Skills and Abilities To:
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- Perform extensive technical research and evaluation tasks.

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- Design forms and reports for various research purposes.
- Provide presentations to individuals, college groups, committees, and organizations.
- Use sound judgement and solve problems.
- Exercise good judgment, tact, courtesy, and patience.
- Work independently with little supervision.
- Organize work and set priorities.
- Establish and maintain cooperative working relationships with others.
- Effectively communicate both orally and in writing.
- Balance and prioritize work to meet deadlines.
- Create, develop, and maintain computer databases, research software tools, and planning software tools.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

Education and Experience:

A bachelor's degree in statistics, mathematics, economics, social/educational research, or a related field with an emphasis on research plus two (2) years of related experience. Equivalency to the bachelor's degree may be substituted with an associate's degree and four (4) additional years of related full-time experience.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Office environment.

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Physical Demands:

Sitting for long periods of time; physically typing and looking at a computer screen; operate office equipment; intermittent standing, walking, reaching, pushing, lifting up to 10 pounds, bending, and stooping.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Ability to use judgement in working with others; ability to direct the work of others; ability to communicate so others will be able to clearly understand/interpret spoken and written communications; ability to problem solve technical issues; ability to handle the stress of schedules and timelines.

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